



DEFENSE LOGISTICS AGENCY

HEADQUARTERS
CAMERON STATION
ALEXANDRIA, VIRGINIA 22304-6100

CH 2
DoD 4000. 25-7-M

DLSSO-B

CHANGE NO. 2
DoD 4000.25-7-M

4 Apr 86

MILITARY STANDARD BILLING SYSTEM

I. DoD 4000. 25-7-M, 30 Jan 85, is changed as follows:

Remove pages listed below and insert revised pages. Changes are indicated by marginal lines.

Remove Old

iii thru vi
1-11 and 1-12
2-3 and 2-4
4-1 thru 4-11
A1-1 thru A1-4
A3-1 and A3-2
All-1 thru All-7
B14-1 and B14-2

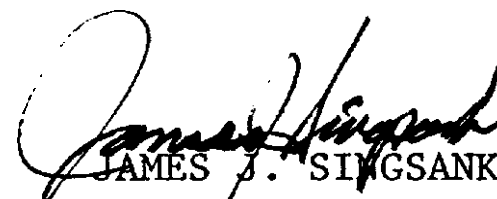
--
--
--
--

Insert New

iii thru vi
1-11 and 1-12
2-3 and 2-4
4-1 thru 4-12
A1-1 thru A1-4
A3-1 and A3-2
All-1 thru All-3
B14-1 and B14-2
C42-1 and C42-2
C43-1 and C43-2
C44-1 and C44-2
C45-1 and C45-2

II. This change sheet will be filed in front of the publication for reference purposes after changes have been made.

BY ORDER OF THE DIRECTOR


JAMES J. SINGSANK
Colonel, USA

Staff Director, Administration

DISTRIBUTION

Defense Logistics Agency: 3

Army: C- Active Army, USAR, **ARNG:** To be distributed in accordance with
DA Form 12-9A, requirements for AR, Financial Administration

Navy: Navy Standard Distribution List E2F (Code **NAFC-521**)

Air Force: F

Marine Corps: A-45

TABLE OF CONTENTS

	<u>Page</u>
FOREWORD	i
TABLE OF CONTENTS	iii
FIGURES	vii
ACRONYMS AND ABBREVIATIONS	ix
REFERENCES	xiii
DEFINITIONS AND TERMS	xv
 CHAPTER 1 - ADMINISTRATIVE AND GENERAL	
A. Authority	1-1
B. Purpose	1-1
C. Applicability	1-1
1). Policy	1-1
E. Responsibilities	1-2
F. Focal Point Committee	1-6
G. Publication of the Manual	1-7
H. Proposed Changes	1-9
I. Approved Changes	1-10
J. Supplemental Procedures	1-11
K. Quarterly Status Review	1-11
L. Semiannual Implementation Status Report (RCS: r) D-A&L(Q&SA) 1419)	1-11
M. Noncompliance with Prescribed MI LSB ILLS Procedures and Other Unresolved Problems	1-12
N. Minimize Conditions	1-12
O. Simulated Mobilization Exercise	1-12
 CHAPTER 2 - BILLING PROCEDURES	
A. Billing Policies	2-1
B. Criteria for Billing	2-1
C. Preparation of Bills	2-2
D. Retail Loss Allowance	2-4
E. Into-Plane Fuel Sales	2-8
F. Automotive Vehicles	2-9
G. Optional Billing Procedure for Fresh Fruits and Vegetables	2-9
H. Billing for Accessorial and Administrative Costs	2-10
I. Billing for Progress and Advance Payments	2-12
J. Correction of Erroneous Billings	2-13
K. Cancellations	2-13
L. Retention of Billing Records	2-13
M. Routing and Retention of Interfund Bills by the DAASO	2-13

CHAPTER 3 - PROCESSING AND PAYMENT OF BILLS

A.	Payment of Noninterfund Bills	3-1
B.	Processing Interfund Bills	3-1
C.	Adjustments	3-1

CHAPTER 4 - ADJUSTMENT PROCEDURES

A.	Requesting Adjustments	4-1
B.	Canceling or-Amending Requests for Adjustment	4-2
C.	Followup on Unanswered Requests for Adjustment or MRP Credit	4-2
D.	Processing Adjustments and Requests for Adjustment or MRP Credit	4-3
E.	Incomplete Bill Procedures	4-4
F.	Billing Status Procedures	4-4
G.	Bill Copy Procedures	4-5
H.	Request Rebilling Under Noninterfund Procedures	4-6
I.	Adjustments for Discrepancy Reports	4-6
J.	Adjustments for Billing Errors	4-7
K.	Adjustments for Change Notices	4-11
L.	Credits for Excess Reports (Materiel Returns Program)	4-12
M.	Disputed Responses to Requests for Adjustment	4-12

CHAPTER 5 - INTERFUND BILLING SYSTEM PROCEDURES

A.	Policy	5-1
B.	Principles of the Interfund Billing System	5-1
C.	Preparation of Interfund Bills	5-2
D.	Interfund Reports	5-2
E.	Statement of Interfund Transactions	5-2
F.	Service or Agency Level Interfund Procedures	5-9

CHAPTER 6 - LOGISTICS INFORMATION DATA SERVICES REPORTS

A.	General	6-1
B.	Billing Adjustments by Billing Office	6-1
C.	Interfund Bills by Billing Office	6-2
D.	Interfund Bills by Billed Office	6-2
E.	Interfund Bills Rejected by DAASO	6-2
F.	Interfund Bill Retransmission Requests	6-2

APPENDIX A - CODES

A1	Document Identifier	A1-1
A2	Fund	AZ - 1
A3	Billing Advice	A3-1
A4	Billing Status	A4-1

	<u>Page</u>
A5 Type of Bill	A5-1
A6 Recipient of Billing Status	A6-1
A7 Sales Price Condition	A7-1
A8 Delivery Source	A8-1
A9 Transportation Bill	A9-1
A10 Stock Fund or Nonstock Fund	A10-1
A11 GSA Customer Supply Center Numbers	A11-1
A12 Signal	A12-1
A13 Information Indicator	A13-1
A14 Other Codes	A14-1

APPENDIX B - BILLING RECORD FORMATS

B1 FA1/FA2- Billing for Issue from Stock	B1-1
B2 FB1/FB2- Billing for Direct Delivery of Stocked Items	B2-1
B3 FC1/FC2- Billing for Decentralized, Noncatalogued, and Nonstocked Items	B3-1
B4 FD1/FD2- Credit for Excess Materiel Return	B4-1
B5 FE3/FE4- Notice of Nonreimbursable Issue	B5-1
B6 FF1/FF2- Billing for DoD Dependent School Supplies	B6-1
B7 FG1/FG2- GSA Self-Service Store and Customer Supply Center Billing	B7-1
B8 FJ1/FJ2- Billing for Bulk Petroleum	B8-1
09 FL1/FL2- Retail Loss Allowance	B9-1
B10 FN1/FN2- Accessorial and Other Miscellaneous Billings	B10-1
B11 FP1/FP2- Billing for Into-Plane Issues	B11-1
B12 FQ1/FQ2- Billing for Transportation	B12-1
B13 FR1/FR2- Billing for Export Transportation	B13-1
B14 FS1/FS2- Summary Billing Record	B14-1
B15 FU1/FU2- Progress Payment Billing	B15-1
B16 FV1/FV2- Billing for Summarized FF&V Issues	B16-1
B17 FW1/FW2- Cash Discounts	B17-1
B18 FX1/FX2- Trade, Quantity, and Other Allowances	B18-1

APPENDIX C - ADJUSTMENT RECORD FORMATS

	<u>FAC/FAE/FAF-</u> Request for Adj. of Non-Fuel Billing:	
c1	Billing Advice Code "11"	c1-1
C2	Billing Advice Code "12"	C2-1
C3	Billing Advice Code "13"	C3-1
C4	Billing Advice Code "14"	C4-1
C5	Billing Advice Code "15"	C5-1
C6	Billing Advice Code "17"	C6-1
C7	Billing Advice Code "18"	C7-1
C8	Billing Advice Code "19"	C8-1
C9	Billing Advice Code "20"	C9-1

		<u>Page</u>
C10	Billing Advice Code "21"	C10-1
C11	Billing Advice Code "23"	C11-1
C12	Billing Advice Code "24"	C12-1
C13	Billing Advice Code "26"	C13-1
C14	Billing Advice Code "34"	C14-1
C15	Billing Advice Code "41"	C15-1
C16	Billing Advice Code "51"	C16-1
C17	Billing Advice Code "52"	C17-1
C18	Billing Advice Code "55"	C18-1
C19	<u>FAR/ FAS</u> - Reply to Request for Adj. of Non-Fuel Billing	C19-1
	<u>FJC/FJE/FJF</u> - Request for Adjustment of Fuel Billing:	
C20	Billing Advice Code "11"	C20-1
C21	Billing Advice Code "12"	C21-1
C22	Billing Advice Code "13"	C22-1
C23	Billing Advice Code "14"	C23-1
C24	Billing Advice Code "15"	C24-1
C25	Billing Advice Code "17"	C25-1
C26	Billing Advice Code "18"	C26-1
C27	Billing Advice Code "19"	C27-1
C28	Billing Advice Code "20"	C28-1
C29	Billing Advice Code "21"	C29-1
C30	Billing Advice Code "23"	C30-1
C31	Billing Advice Code "24"	C31-1
C32	Billing Advice Code "26"	C32-1
C33	Billing Advice Code "34"	C33-1
C34	Billing Advice Code "41"	C34-1
C35	Billing Advice Code "51"	C35-1
C36	Billing Advice Code "52"	C36-1
C37	Billing Advice Code "55"	C37-1
C38	<u>FJR/FJS</u> - Reply to Request for Adj. of Fuel Billing	C38-1
C39	<u>FTB</u> - Reply to Followup for MRP Credit	C39-1
C40	<u>FTP</u> - Followup for Materiel Returns Program Credit	C40-1
C41	<u>QBI</u> - Request for Retransmission of Interfund Bill	C41-1
	<u>FDC/FDE/FDF</u> - Request for Summary Level Billing Adjustment:	
C42	Billing Advice Code "42"	C42-1
C43	Billing Advice Code "43"	C43-1
C44	Billing Advice Code "44"	C44-1
C45	<u>FDR/FDS</u> - Reply to Request for Summary Level Adjustment	C45-1